The City of Durham Police Department (DPD) welcomes nominations from the public/ community for two of its Service Awards that recognize commendable public safety/law enforcement service. Eligible nominees include <u>DPD employees</u> (officers and non-sworn personnel) as well as members of <u>the general public</u> (citizens, residents, organizations, DPD volunteers, programs, etc.). *NOTE: Nominations from family members of potential nominees are not eligible.*

Deadline for submission of DPD Service Awards nominations is the last Monday in February of each year (February 25, 2013). Award recipients are formally recognized in May as part of the department's annual National Police Week observance. DPD accepts nominations from the public/community for the following awards:

Certificate of Merit is presented to DPD employees (police officers and non-sworn staff) for outstanding performance or devotion to duty, possibly involving personal safety.

Community Service Medal is presented to DPD employees (police officers and non–sworn staff), as well as citizens/residents, community groups, civic organizations or programs for service to the community 'above and beyond' the call of duty that promotes public safety.

For more information, contact DPD's **Service Awards Committee Chair:**

Lt. Brian Reitz, Executive Officer to the Chief of Police
Durham Police Department
505 W. Chapel Hill Street
Durham, NC   27701
(919) 560-4322 extension 29197

Entries must be submitted using a DPD Service Awards External Nominations form. *(Attached)*

The City of Durham Police Department (DPD) welcomes external nominations for two of its Service Awards that recognize commendable public safety/ law enforcement service. Eligible nominees include <u>DPD employees</u> (officers and non-sworn personnel) as well as members of <u>the general public</u> (citizens, residents, organizations, DPD volunteers, programs, etc.,) as noted in the award categories below. NOTE: Nominations from family members of potential nominees are not eligible.

Only nominations completed using this form will be accepted. Forms and narratives should be typed or printed legibly, and signed by the nominator. Documentation supporting the nomination is encouraged and should be attached to the nomination form (newspaper articles, letters of support or thanks received, photographs conveying impact, police reports, etc.). With the exception of nominations representing a group or collective effort, use a separate form for each individual, organization or program nominated. **The deadline for the public to submit nominations for DPD Service Awards is the last Monday in February.** Completed nomination forms should be sent directly to:

DPD Service Awards Committee Chair
Executive Officer to the Chief of Police
Durham Police Department
505 W. Chapel Hill Street
Durham, NC   27701

For additional information, please call (919) 560-4432 extension 29197. **NOTE: DPD Service award recipients will be honored by the department at ceremony during National Police Week observed in May.**

Section 1: AWARD CATEGORIES

Select one category for nomination:

__ **Certificate of Merit Award** recognizes officers and non-sworn employees for outstanding performance or devotion to duty possibly involving risk of personal safety.

__ **Community Service Award** honors DPD officers, non-sworn DPD employees and members of the general public (as noted above) for service to the community above and beyond the call of duty that promotes public safety.

Section 2: NOMINEE INFORMATION

Name of Nominee:

Rank or Title *(if any):*

Agency/Division/ Unit/Police District/Program:

Section 3: REASON FOR NOMINATION

On a separate piece of paper, in detail describe the commendable act, action, program, event and outcome as applicable to the specific award for which you are submitting a nomination/nominee. <u>Be sure to include pertinent date(s) of commendable action(s).</u>

- o **Certificate of Merit Award** recognizes officers and non-sworn employees for outstanding performance or devotion to duty possibly involving risk of personal safety.

    1. Does this nomination demonstrate: *(Check all that apply and expound in supporting narrative)*
        - _ Extraordinary circumstances beyond normal activity and/or police performance beyond   job requirements?
        - _ A risk of personal safety and/or property; investment of personal time and/or resources.
        - _ Meaningful outcome(s)/resolution to event or circumstance.

    2. Was this the result of nominee being: *(Choose one)*
        - _ At Work (dispatched, on patrol, in the office)
        - _ A Witness
        - _ Self-Initiated
        - _ Other *(please explain):*

- o **Community Service Award** honors DPD police officers, non-sworn DPD employees and members of the general public (as previously noted) for service to the community above and beyond the call of duty that promotes public safety.

    1. Does this nomination demonstrate: *(Check all that apply and expound in supporting narrative)*
        - _ Above and beyond humanitarian contributions, community activism, volunteerism?
        - _ Exceptional performance and/or leadership in addressing public safety or a particular issue?
        - _ Long-term and/or distinguished service to the police department and/or community?
        - _ Other *(please explain)* :

Section 4: ENDORSEMENT OF NOMINATION

Name of Nominator *(and title, if applicable)***:**

Relationship to Nominee:

Agency/Organization *(if applicable)***:**

Address:

Phone: **Email:**

I am willing to provide further details of this nomination and to speak directly with a DPD Awards Committee member. Further, I submit that all information provided is true and accurate to the best of my knowledge.   I understand that the nominee's name, my name and all details provided may become public record.

Nominator's Signature: *(sign below)*

Date:

INTERNAL USE ONLY *(Sign and date as appropriate)*	
Committee Member Receipt:	_____
Sergeant/Non-Sworn Supervisor:	_____
Lieutenant/Non-Sworn Supervisor:	_____
Captain/Non-Sworn Supervisor:	_____
Asst. Chief:	_____
Deputy Chief:	_____
Chief:	_____